

**NEIGHBORHOOD SERVICES SPECIALIST I
NEIGHBORHOOD SERVICES SPECIALIST II**

Class Definition

Under supervision, provides administrative and technical assistance, in the office and field, related to the implementation and administration of the Neighborhood Revitalization Program.

Distinguishing Characteristics

Neighborhood Services Specialists provide assistance to property owners and neighborhood groups participating in the Neighborhood Revitalization Program and other City-sponsored programs directed at the physical rehabilitation of neighborhoods and commercial and residential structures. Incumbents may inspect commercial and residential structures for eligibility to participate in rehabilitation programs or for compliance with pertinent codes and laws related to minimum standards for protection of life, health, and safety of occupants. Incumbents may be assigned to work in the Housing Rehabilitation, Housing Development, or Neighborhood Standards Division of the Department of Housing and Neighborhood Revitalization.

Neighborhood Services Specialist I is the entry level class in the series. Incumbents perform similar duties as the Neighborhood Services Specialist II, but are not expected to perform with the same independence and judgment on matters related to established procedures and methods.

Neighborhood Services Specialist II is the journey level class in the series. Incumbents are expected to perform the full range of assigned duties with only occasional instruction or assistance. This class is distinguished from Senior Neighborhood Services Specialist in that the latter is the advanced working/lead level class in which incumbents are responsible for the more complex assignments and provide lead direction to lower level staff.

Typical Tasks

(This list of samples of job duties and responsibilities is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Meets with citizens and assists in establishing neighborhood organizations to participate in the Neighborhood Revitalization Program.

Acts as a consultant for neighborhood organizations in developing constructive solutions to the problems within their neighborhood.

Acts as a facilitator/liaison between neighborhood organizations, City departments, and other affected agencies in the implementation of the Neighborhood Revitalization Program.

May be assigned as staff support to the Fresno Police Department Problem Oriented Policing Program.

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May be assigned to administer ordinances related to the maintenance of properties.

Inspects residential and commercial properties for compliance with the applicable City building regulations and ordinances; ensures that buildings are structurally sound, have properly installed sanitary facilities, and safe electrical and mechanical systems.

Consults with property owners and provides information on the application of existing codes, ordinances, and other approved standards for building construction; acts in a consulting capacity to property owners in regard to designing the rehabilitation and remodeling of residential buildings.

Prepares correspondence to property owners related to the correction of various substandard conditions.

Consults with property owners and tradespersons on methods of repair.

Coordinates activities with other divisions, departments, or agencies.

Appears as an expert witness at show cause hearings, municipal judicial hearings, and court.

Acts as owner's agent during construction of rehabilitation project, ensuring that work is performed on time and in an acceptable manner.

Prepares rehabilitation projects and plans.

May be assigned projects or assignments related to the Historic Preservation Program or state and federal environmental review processes.

Performs related duties as required.

Knowledge, Abilities, and Skills

Neighborhood Services Specialist I:

Considerable knowledge of building construction methods, materials, and maintenance.

Some knowledge of municipal building, land use, or property maintenance ordinances.

Ability to work effectively with individuals or neighborhood groups to address neighborhood issues.

Ability to detect substandard maintenance, structural and sanitary defects, inferior or improperly used materials, and fire and safety hazards.

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Ability to analyze codes in relation to field conditions and to develop constructive solutions to address variances with the code.

Ability to arbitrate disputes related to code standards.

Ability to prepare work specifications and accurate cost estimates for materials and labor for potential rehabilitation work.

Ability to administer contracts and deal effectively with contractors.

Ability to read and interpret plans, specifications, blueprints, maps, and related documents.

Ability to enforce regulations with firmness and tact.

Ability to make clear and persuasive oral presentations.

Ability to maintain technical and administrative records.

Ability to prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials.

Ability to use a variety of computer business software applications.

Neighborhood Services Specialist II:

In addition to the requirements for Neighborhood Services Specialist I:

Considerable knowledge of municipal building, land use, and property maintenance ordinances.

Minimum Qualifications

Neighborhood Services Specialist I:

Three years of experience as a carpenter, electrician, plumber, or construction supervisor, which included cost estimating, drafting, and interpreting construction plans and drawings. Satisfactory completion of accredited college or university course work in construction technology, architecture, drafting, or closely related field may be substituted for a maximum of two years of experience on the basis of twenty semester units equals one year of experience.

- OR -

Two years of experience as a general building contractor constructing, repairing, or remodeling structures, which included cost estimating, drafting, and interpreting construction plans and drawings.

Neighborhood Services Specialist II:

One year of experience as a Neighborhood Services Specialist I with the City of Fresno.

- OR -

Two years of experience inspecting commercial and residential structures for participation in rehabilitation programs or compliance with housing or building codes.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Administrative Services

DATE: _____

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